Adding a Vehicle and Customer during a Title and Registration

For the most part your customer and vehicle will be found in the system. However there may be times you will need to add a vehicle and customer during a Title and Registration transaction because your customer is from another state. The following steps will allow you to practice this transaction.

Steps

1 Click the VRT menu, select TITLE TRANSACTIONS and then TITLE AND REGISTRATION.

2 In the PURCHASE DATE field, type the purchase date.

The purchase date would usually be the date of purchase for this vehicle. You can use today's date while practicing in the sandbox.

3 In the VIN field, enter the VIN.

Use Non-Kansas passenger vehicle VINS.
Use vehicles that are 2005 or older.

4 In the OWNER -1 field, type the DL#.

You are going to add your customer during this transaction. Please make up a DL# to use at this time. Write down this DL# to use in Step 10.

DL# ___________________________

5 Click the CONTINUE button.

The Search window displays showing that the vehicle is not found in the system.

6 Click the ADD VEHICLE button.

7 Press the TAB key. (You will not have to Press the Tab key if the details of the vehicle are populated.)
Most of the vehicle details populate for you in the window.

8 Enter the information not populated for this vehicle.

On the GENERAL tab:

- Choose any color for this vehicle

On the ATTRIBUTES tab:

- MSRP will not populate because the NADA interface is not connected at this time. Please use a MSRP of $25,000.00 (do not type the dollar sign or the comma, but do type the decimal point). Press the **Tab** key and the **Class Code** field populates.

On the OWNERSHIP tab:
The Ownership tab contains information about the previous owner.

- Ownership Document select Bill of Sale or Invoice
- Previous Owner: Jessica Washington; 417 Elm St; Topeka, KS 66614

9 Click the SAVE button. You have successfully added a vehicle to the system.

The SEARCH window displays no results for your customer. You will now need to add the customer to the system based on the DL# you used in step 4.

10 Click the ADD CUSTOMER button.

The CUSTOMER MAINTENANCE window appears. You will need to make up the following information as you are creating a new customer. You can use family names, cartoon characters, famous or made up people.

11 Enter the information regarding your customer in the CUSTOMER MAINTENANCE screen.

GENERAL tab:

- Last name, First Name and Middle name
- Date of Birth
- Residency Address, City, State, Zip and County (your county)
- Identification Type select Driver's License – Identification Number (the DL# you created in Step #4), State-KS

12 Click the SAVE button.

The TITLE AND REGISTRATION window appears.

13 You will need to enter data in the required fields for this Title and Registration.

On the APPLICATION tab:

- If the vehicle is less than 10 years old, you will need to enter the new odometer reading. If needed, in the NEW ODOM field use an amount larger than the Last Odom field. Odom Unit use MILES, Reading Type use ACTUAL.

On the INSURANCE tab:

- NAIC code use 1234.
- Policy Number use 44433301.
- Policy Expiration Date use one year from the current date. (ex. 1/31/2012, you should type the slashes)
- Insurance Company Name use ALLSTATE.

On the DOCUMENTS tab:

- Verify the information. At this time, the Sandbox does not reflect the real process that you will need to complete to finish your transaction.

  When the system goes live, you will see a list of KS specific documents that are required to be scanned to complete the transaction. You would mark the checkboxes of the required documents that you received. You will also be prompted to select if you are scanning your documents now or later.

14 Click the VALIDATE button.

The Error Worksheet window displays.

Correct any errors if they appear.
Because the Sandbox is not connected with the NMVTIS interface, you will see the NMVTIS discretionary edit on every transaction. Once the

system goes live and the interface is connected, you would rarely see this edit unless something is wrong with that vehicle.

15 Click the AUTO APPROVE button.

16 Click the CLOSE button on the ERROR WORKSHEET window.

17 Click the PAY NOW button.
The Payment Manager-Statement window displays.

18 Click the PAY button.

The Statement-Receipt window displays. This is the receipt for your customer not the registration receipt. You have to click the print button on this document if you wanted to print it.

19 Click the CLOSE button on the STATEMENT-RECEIPT window.

The Finalize Transaction window displays.

20 Click the FINALIZE button next to the vehicle listed in the window.

The Generate Credentials window displays.

21 Click the GENERATE button. The cover sheet document window displays.

Once you click the Generate button the registration will be printed to your default printer. Since we are in the Sandbox environment this will not happen at this time.

22 Click the CLOSE button on the cover sheet document window.

You would want to print the coversheet if you choose to scan your required documents later. If you scan your required documents at the time of the transaction there is no need to print this coversheet.

23 Click the CLOSE button on the FINALIZE TRANSACTIONS window.